

**Alverno College**  
**Non-Exempt Position Description**

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<b><u>Position Title:</u></b>	Substitute Childcare Teacher	<b><u>Date:</u></b>	February, 2022
<b><u>Department:</u></b>	Early Learning Center	<b><u>Status:</u></b>	On Call/Varies
<b><u>Reports To:</u></b>	Early Learning Center Manager	<b><u>Pay Grade:</u></b>	Non-Exempt

<b><u>Primary Function:</u></b>	Plan, supervise and implement programming for children ages 6 weeks through 7 years in accordance with the policies and procedures of the Alverno Early Learning Center.
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**Principal Responsibilities**

1. Understand and support the mission, goals and standards of the Alverno Early Learning Center.
2. Read and understand a developmentally appropriate curriculum and resource materials
3. Gain understanding of High/Scope Curriculum and child initiated environments.
4. Develop an environment that allows for individual and group activities and maintain an orderly learning environment.
5. Implement curriculum as part of a team or alone. These duties include room arrangement, bulletin boards, meeting basic needs, serving snacks and meals, providing developmentally appropriate learning activities and the completion of required classroom paperwork and child documentation.
6. Establish and maintain effective relationships with supervisors, other employees, clients and guests.
  - a. Communicate continually with children, parents and center staff on issues relating to the children's social-emotional, physical, cognitive, and language development as well as the safety, health and well-being of the children in care. Establish a positive, ongoing relationship with parents. Keep parents informed of their child's activities and share any developmental concerns they may have.
7. Ensures the safety of the children in the classroom and on the playground.
  - a. Maintains visual and auditory supervision of children at all times. No use of personal devices or cell phones is allowed in the classroom.
  - b. Stands and walks about observing children at play and facilitating learning.
  - c. Checks classrooms, hallways, grounds and the playground for maintenance or security hazards and notifies supervisor.
  - d. Provide services and support in cooperation with Campus Safety Officers including, but not limited to, facilitating building evacuation in a timely manner and providing first aid and CPR if necessary.
8. Interacts and guides children in an age appropriate manner.
  - a. Lift, carry and hold children when age appropriate.
  - b. Stoop, crawl, kneel and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys and equipment on the floor.
  - c. Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
  - d. Relate to children with courtesy, respect acceptance and patience. Practice positive redirection as a means of child discipline.
9. Assume equal share of joint housekeeping responsibilities such as cleaning tables, chairs, cribs, floors, toys and other surfaces.  
Provide the Manager with a list of needed supplies, materials and equipment.

10. Complete appropriate number of continuing education hours required per national accreditation and the State of Wisconsin.

### **Qualifications**

1. An associate degree in early childhood education is preferred.
2. At minimum, the following noncredit coursework is required:
  - a Introduction to the Child Care Profession (formerly Early Childhood 1)
  - b Skills and Strategies for the Child Care Teacher (formerly Early Childhood 2)
  - c Fundamentals of Infant and Toddler Care
3. Requires familiarity with early childhood education programs.
4. Requires knowledge of State of Wisconsin licensing laws and willingness to learn accreditation standards.
5. Must be able to relate well with children and adults on a professional level.
6. Requires the ability to communicate effectively and respond in a timely manner, both verbally and written.
7. Requires a working knowledge of computers including time entry, online training and email.
8. Must be flexible and adaptable to Center's needs, with the ability to problem solve and professionally respond to variations in schedules and plans. Must be willing to work with children ages 6 weeks through 7 years.
9. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions
10. Dependability is a must.
11. Requires the willingness and ability to become CPR and First Aid Certified.
12. Requires the ability to work independently as well as collaborate with others and demonstrate good judgment.
13. Requires the ability to work with and maintain confidential information.
14. Principle duties and responsibilities require general health and mobility, including the physical ability to lift children (up to 25 lbs.). Must have the ability to stoop, bend, kneel, stand, and walk repetitively on a daily bases. Requires the ability to push and/or pull buggies and strollers. Must be able to sit comfortably in a child-size chair and on the floor.
15. Requires the ability to hear, see and speak.

### **Work Perks**

- Discounted childcare.
- Adjustable hours based on need.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*